

**PROCEEDINGS OF THE BROWN COUNTY
EDUCATION AND RECREATION COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Education and Recreation Committee** was held on Thursday, December 3, 2015 in the Ski Lodge at the Reforestation Camp, 4418 Reforestation Road, Suamico, Wisconsin.

Present: Chairman Van Dyck, Supervisor Kaye, Supervisor Campbell, Supervisor Gruszynski, Supervisor Katers
Also Present: Scott Anthes, Brian Simons, Lori Denault, Matt Kriese, Neil Anderson, Curt Hall, Beth Lemke, Chad Weininger

I. Call to Order.

The meeting was called to order by Chairman Van Dyck at 5:32 p.m.

II. Approve/Modify Agenda.

Motion made by Supervisor Kaye, seconded by Supervisor Katers to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

III. Approve/Modify Minutes of October 8, 2015.

Motion made by Supervisor Gruszynski, seconded by Supervisor Campbell to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Comments from the Public. None.

1. Review Minutes of:

a. Library Board (September 17, 2015).

Motion made by Supervisor Katers, seconded by Supervisor Campbell to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

b. Neville Public Museum Governing Board (October 12 and November 9, 2015).

Motion made by Supervisor Katers, seconded by Supervisor Kaye to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Communications

2. Communication from Supervisor Kaye re: To have the Library Director research the feasibility of a food court and costs in the lower level of the downtown Library.

Supervisor Kaye said that he is a member of the Retired Men's Club and he brought this forward because the Men's Club holds their meetings at the Library and they bring in coffee pots and sweet rolls and other items to each meeting. Kaye would like to see some sort of facility be made available so they do not have to carry their things in every time. He would like to see a cost for something like this and he realizes that it is not likely that any more money would be taken out of the \$600,000 fund that will be used for HVAC in the future. If there is money in the current budget, a decision could be made on this.

Library Director Brian Simons was not in the room at this time and this matter was held until his arrival. In the meantime, Chair Van Dyck suggested that this be referred to the Library Board or library staff and he added that the Library Board will be meeting in December and will in all likelihood be hiring a consulting firm to put together an overall plan for the library system and what Kaye was proposing could be incorporated into that plan.

Library Director Brian Simons arrived and indicated that he agreed with Van Dyck's suggestion and also noted that Library Facilities Manager Curt Beyler could probably give a rough work up with some figures as well. Kaye reiterated that he would like to eliminate the need for the Retired Men's Club and other groups of having to haul in all of their coffee and other supplies. He also felt that it could be a source of revenue as it may result in more reservations of meeting rooms. Supervisor Campbell asked if there was any possibility of partnering with any of the local businesses to provide services and Simons stated that that may be a possibility but it would depend on whatever a local business would require. Simons said that he is totally open to ideas and Supervisor Gruszynski noted that there are several other counties that do have coffee shops or other services available within their libraries. Simons felt that if a profitable model were put together, there would be someone interested in it, and he would be willing to explore this further as long as it would be mutually beneficial to the Library.

Kaye asked what the Retired Men's Club pays to use the Library. Simons did not know specifically, but noted that they were grandfathered in many years ago and receive a better rate than what the current policy is. Simons also felt that the Retired Men's Club may be interested in putting some money towards something like Kaye is interested in.

Van Dyck felt that Library staff could put together a shorter term option of a limited scope and the Library Board can have this incorporated into the study. Kaye would like to have a report on this every month and Van Dyck stated that he would like the internal report back by January, but noted that the study would probably be brought back somewhere in the March timeframe.

Motion made by Supervisor Van Dyck, seconded by Supervisor Katers to refer to Library staff and the Library Board. Vote taken. MOTION CARRIED UNANIMOUSLY

Golf Course

3. Budget Status Financial Report for September and October, 2015.

Anthes stated that the November numbers were great due to the weather. Rounds for 2015 were just under 35,000 which is the second largest year in recent past. Additionally, revenue was up from \$736,000 in 2014 to \$828,000 in 2015. Cart revenue was also up significantly for the year. The steakhouse remains pretty constant and comes down to the utilities which have been somewhat down. Anthes expects the final numbers to be pretty good.

Motion made by Supervisor Katers, seconded by Supervisor Gruszynski to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

3a. Approve request from Wisconsin State Golf Association (WSGA) to host 2016 and 2017 Wisconsin State 2-Man Bestball.

Golf Course Superintendent Scott Anthes indicated that this is a state event that coincides with Thornberry Creek Golf Course. Anthes explained that this is a Thursday, Friday, Saturday, Sunday event and the first year Brown County would host half the field on Thursday and the other half of the field would play at Thornberry and then reverse for Friday. Saturday and Sunday all golfers would be at Thornberry. The following year, the first two days would be the same as explained, but the final two days would be at Brown County. Anthes continued that this is a very large event with over 280 players and would be held the first weekend of June. He noted that there was one minor conflict with another outing, but this has been resolved by the other outing hosting their event the following week. Anthes stated that the men's club who typically golfs on Thursday is also agreeable to being rescheduled. The golf course would not get green fees for the day, but they will get larger cart fees.

Supervisor Katers asked if the Committee would be provided the numbers that this event would bring in. Anthes responded that the first year Brown County would get \$400 as well as an estimated \$4,000 from

carts. The second year Brown County would see \$800 plus Jimmy O would get \$700 for the range and \$4000 in prize funds as well as carts. Anthes noted that the last two days are match play events which really do not tie up a lot of tee times and this would still allow public pay. Anthes also felt that hosting this event would bring an uptick in normal play as people would be coming in to practice.

With regard to cart rentals, Van Dyck asked if money received for rentals would exceed what would typically be made in greens fees and Anthes stated that it would not, but noted that this is more of a prestige thing and allows people to see the course. He noted that many of the players have not played the course since the greens were renovated. The event moves to a different course every year and Anthes recalled that several years ago it was at Rolling Meadows. Anthes noted that these events typically are not money makers and he has never known a course to say no to the opportunity. Campbell asked if a Friends group had been formed at the golf course that could be involved with this to make some money and Anthes stated that the Friends group is not together yet. He understood where the Committee is coming from from a money standpoint, but felt that the event would be an honor to have. Supervisor Gruszynski noted that it is hard to put a dollar amount on the exposure the golf course will receive.

Van Dyck referenced the prize fund for the second year and Anthes responded that the prize fund will all go to the pro. Van Dyck felt that the pro will make his profit margin and he did not think it was unrealistic for the golf course to ask the pro for a percentage of the money he receives. Anthes felt there may also be a way to receive some funds from the cart rental. Van Dyck understood the prestige element of this outing, but felt that Anthes should at least talk to the pro as he did not think the pro should get 100% of the benefit when the golf course will end up coming out at less money than if the course was open in the usual manner. Van Dyck would also like Anthes to go to the Tribe on this to see if there were options for partnering with a hotel package. Campbell agreed with Van Dyck and noted that there is no marketing person for the golf course. Anthes stated that last year they used a marketing firm. Campbell felt that from a marketing standpoint, this is a major event and the golf course should be able to make some money from it but she felt that the course is not being marketed as a revenue producing entity. She continued that there should be some sort of ancillary event held in conjunction with the major event. Campbell said if there is interest in a Friends group, it should be put together quickly to work on this as the golf course is a huge asset that is not being marketed. She referenced NEWWEY which is a program that will be marketing the County and all of the County entities and this is the perfect type of event to be on NEWWEY as it would be free publicity. Anthes noted that this is an amateur event and the WSGA does all the marketing for it. Van Dyck agreed with Campbell and felt that someone should be out soliciting hotels to partner with who in turn would receive some advertising.

Motion made by Supervisor Gruszynski, seconded by Supervisor Katers to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

4. Superintendent's Report.

Anthes outlined his Superintendent's Report which was contained in the agenda packet. He noted that the course was closed on November 15, 2015. The greens have been top-dressed and some of them have been covered. All of the winter chemicals were put down and all accessories have been brought in and will be pressure washed. He noted that employees are now taking some vacations as they do not take vacation during the season. They are also busy doing tree trimming and removal. All golf carts have been put away for the winter and oil changes and repairs on equipment have been done.

With regard to the mechanic position, after a lengthy discussion with his assistant, Anthes came to the conclusion that they would try to get through one more year without a mechanic, however, he noted that this may change if they cannot make do without the mechanic. He noted that Fox Valley Tech has a course for golf course mechanics however he was advised by the coordinator of the class that there were not really any viable candidates at this time.

Motion made by Supervisor Katers, seconded by Supervisor Gruszynski to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Library

5. Budget Status Financial Report for October, 2015.

Motion made by Supervisor Katers, seconded by Supervisor Campbell to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

6. Director's Report.

Library Director Brian Simons stated that there will be an architectural firm at the next Library Board meeting and if it goes well it is the hope to have a plan in place to continue on to get a long-range plan done for the entire Library system. Simons also reported that they have a renter for a portion of the third floor of the Central Library. The renter is Proto GB, a non-profit 501(c)(3) start-up maker space in Green Bay supporting a community of kids and adults learning and sharing STEAM skills. Proto GB has worked with the Library in the past and a creative contract was put together where Proto will use a portion of the third floor and their rent will be in-kind for a period of time. Proto will provide six programs for the Library as well as a larger year round project. Once the company reaches gross revenue of \$80,000, the rent will be 2% of their gross revenue every month until it reaches the cap of what rent would be. Proto is searching for funding and looking for grants and they are getting some funding in as well. Simons explained that maker spaces are spaces where there are different tools and computer coding and different equipment that is available to the occupant of the space. The coding pieces will be there as well as the robotics pieces. Simons stated it is fascinating because it takes what libraries do and capitalizes on the idea in a different way. In terms of the Library, Proto will inspire kids to learn and get attached to new possibilities in careers, but it will also be available to adults to work on inventions and products under the guidance of Proto. Campbell asked about utility costs and Simons stated that that has all been factored into the rental contract. Katers asked if Proto has clients and Simons stated that they do, and their main focus currently is doing collaborative programs but they do also run the large robotics program where they bring different age groups to competitions.

Campbell asked if there are other local companies who do what Proto does. Simons responded that there are no other companies in the area that do what Proto does. He stated that bringing Proto in fits with the Library mission of education and creating a space for the community to come to learn. Campbell was concerned about how competing businesses would view the arrangement of being given a free ride until they decide to make money. Simons stated that Proto wants to make money as it is their only job and the only way to pay themselves. Campbell expressed her concern of unfair competition and using public dollars to fund a business privately that is getting free rent at a facility that is publicly owned. From her perspective as a business person, she would want to know if this same opportunity would be open to others with similar businesses. She does not know if she likes the idea of someone getting free rent if there are other businesses that do similar things. Simons responded that Proto's model of making money would be to have memberships of people who want to use them and their tools. It is not like they are contracting out with a company to come and do work for them; it is really more about the community and learning how to do things. A better way to look at it would be as an inventor's space where someone who is interested in tinkering has a place to go where there are tools for their use. Campbell understood that, but she did not know if the third floor of the Library where rent could be generated is the place to do it. Simons responded that he felt that even if the Library is not earning monetary rent, this is still a huge benefit to the Library. It will draw in people who think that the Library is only about dusty old books; it will draw a whole new crowd that will make the Library relevant. Campbell stated that she is totally in favor of the transformation of the libraries and coming together, but from a business perspective, she felt that care needs to be taken if we are just going to cater to one and she noted that she had just recently interviewed a very similar company. She understands that it is a good move and that there is interest in making the branches and the Central Library gathering places and workforce development places, but she urged caution as to who else would compete with them.

Gruszynski did not view the agreement as free rent and asked Simons to bring back a price to the Committee of what he evaluates the program to be as this may help ease some of the tensions. He would like to see what the programming is valued at. Simons indicated that this is a one year agreement and there is a clause that if there is another organization that is willing to pay the monetary rent in full for the space, Proto would be willing to vacate the space with three months' notice. Van Dyck stated there does not appear to be people beating the door down to rent the space and Simons agreed and noted that the space has been vacant for eight months with no rent coming in and no programming, and he felt that bringing someone in was better than leaving the space empty.

Kaye asked for an update on the Southwest Branch project. Simons noted that the footings have been put in and the slab has been poured, in part because of the good weather we have been having. Kaye said that there are a lot of materials on site and he wants to see this keep moving forward. He was surprised to see the lumber as he thought there were going to be steel studs.

Van Dyck informed that the facilities committee and the consulting firm has met and the consulting firm will be at the December 17, 2015 Library Board meeting at 5:15 pm and the Board can then make a decision one way or another, but it was the recommendation of the facilities committee to hear what the consulting firm has to say. He noted that the funding for that is from private dollars that is in a fund at the Greater Green Bay Community Foundation.

Simons continued that since the Library is not part of the county's class and comp study, they did a class and comp a few years ago and are on track with pay for performance and they are in the process of reviewing all of the employees' performance and meeting with managers. After all of the reviews are complete a determination will be made as to what will be given for pay for performance.

Motion made by Supervisor Gruszynski, seconded by Supervisor Kaye to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY

Museum

7. Budget Status Financial Report for September and October, 2015.

Motion made by Supervisor Katers, seconded by Supervisor Kaye to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY

8. Director's Report.

Library Director Beth Lemke distributed an Invitation for Qualifications (IFQ) and stated that the Museum and several other buildings were selected to participate in this. The study looked at performance contracts across the County and is being led by Doug Marsh and Facilities. A building tour was done at the Museum and she is hopeful that it will help inform building mechanics. She noted that they just had about \$5,000 worth of work put into the chillers. This was an interesting process and Lemke was glad that the Museum participated.

Van Dyck commented that on behalf of both the Library and the Museum, there was a conversation that if we move forward with this, that the cost of doing it would be potentially allocated based on square footage. Director of Administration Chad Weininger noted that how this usually works is there is a guarantee that if work recommended is done, there will be savings which is then used to pay for the cost of replacement. In essence, new, upgraded equipment should be able to be gotten for free. Weininger noted that the County would not move forward with this if there are no savings. Van Dyck asked if there was a cost to have a firm come in to do the analysis. Weininger responded that that is the step they are doing right now and that piece of it is free. The next step would be choosing someone and then if someone is chosen, the contract would have to spell out that there is a way to guarantee the savings and if there are no savings, the County will not pay them. Another way to do it would be to guarantee a dollar amount that if it does not work out,

we pay them. Weininger felt that the initial study should show if there will be savings or not to move forward. If there would not be savings, the County would probably not take the next step. Van Dyck was under the presumption that there was an initial cost for the study and that the initial cost would be allocated back to whoever participated in the study based on square footage but he thought it would be better to allocate the cost back to whoever is going to get the most benefit. Lemke confirmed that there is no cost to the initial process. She also noted that the roof liner was replaced in October, 2013 and the boiler was replaced a year ago and they can see the energy savings from that. Further, she found a vendor to retrofit the exhibit lights and they will continue working on those in 2016 which should result in additional energy savings.

Lemke continued that since the last meeting, they have had an exhibit opening every month. Extreme Deep has been fantastic and Sisters in Spirit is a nice addition as well. She also reported that she has been working with Jennifer Stevens, an Oneida potter/artist, who came to the Museum after the budgets were set last year and all of the exhibit spaces were set with an idea for a display of past techniques of how to create Oneida or Iroquois pottery. An opportunity has arisen in the main exhibit gallery where the secured, sealed cases and Jennifer Stevens' work has been put in that space. She showed the Committee before and after pictures of what was changed to facilitate the exhibits.

Lemke continued that Ryan Swadley has been promoted to the Education Specialist position and noted that he has background in history as well as his teaching certificate and he is hitting the ground running. He is working on reestablishing connections with some school systems and there are also some really neat tech projects coming out that focus on the elementary ed part of what the Green Bay curriculum needs from the Neville. Lemke also noted that the Research Technician recruitment has been completed and James Peth will be taking the position. He has his undergraduate degree in biology and captive wildlife studies and his Masters in museum studies from the University of San Francisco. Lemke is looking forward to having him on staff and feels that he will be a great asset to the Neville.

With regard to the 100th Anniversary event, the Foundation event is on Tuesday and people will be able to "adopt" a mastodon at the event. She noted that the Foundation did a stellar job on the first event for fundraising for the Museum and they already have next year's date planned.

Lemke also explained some of the changes to the Holidays display which were made due to other things going on at the Museum. The display has been separated into different portions to make it work better. Lemke continued that the Neville is now the home of Lego Lambeau which was received from Bellin Health. The exhibit was moved to the Neville at no cost and will allow the Discovery Room to be rebranded to architecture and design. Lemke continued that Pauline Lee of Fox 11 came to do a series and the Lego Lambeau clip was picked up by CNN and broadcast across 24 states.

Motion made by Supervisor Gruszynski, seconded by Supervisor Kaye to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY

Park Management

9. Parks Budget Status Financial Report for September and October, 2015.

Motion made by Supervisor Katers, seconded by Supervisor Gruszynski to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

10. Budget Adjustment Request (15-74): Any increase in expenses with an offsetting increase in revenue.

The Parks Department was awarded a direct US Fish & Wildlife grant to aid in the completion of the Barkhausen South Impoundment project which is also funded by a US Fish & Wildlife grant passing through Ducks Unlimited, Inc.

Motion made by Supervisor Katers, seconded by Supervisor Kaye to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

11. Discussion re: Adventure Park Business Plan.

Van Dyck stated that he would entertain moving this to the January, 2016 meeting for discussion.

Motion made by Supervisor Van Dyck, seconded by Supervisor Katers to hold until January, 2016 meeting. Vote taken. MOTION CARRIED UNANIMOUSLY

12. Field Staff Reports/Attendance Reports.

Adventure Park Manager Curt Hall provided an update on the ski trail lighting project at the Reforestation Camp. He stated that the project is coming along great and it is good to see the NWTC group out there getting some experience. He felt it was important to highlight the volunteer work going on and noted there are about 20 kids out there working on two shifts each day. Approximately 90% of the poles have been put in and they are hoping that the warm weather dries things out so they can level things out and keep moving forward. There will be 180 poles in all spread out over 4 kilometers. Kriese hopes to have a grand opening by the end of the year and noted that this has been a wonderful private/public partnership and the work from NWTC was awesome. It appears that the total project will be about \$300,000.

Assistant Park Director Matt Kriese continued that the deer season came and went in Brown County with no incidents. There are some curriculum meetings set up with local school districts with regard to Barkhausen and he noted that the programs at Barkhausen are full. He stated that they have a naturalist who has a Master's degree in environmental education and he has been rewriting some of the programs to meet the new science standards and they want to be sure they fit the curriculum as there are some competing dollars for the school districts.

As far as the 2015 budget, Kriese stated that it was an unbelievable year with camping revenues being up as well as event parking, shelter rentals and passes being way up. He attributes this partially to enhanced marketing and he is proud of the staff for pulling through like they did. They are already marketing passes for 2016 and Kriese noted that they make great gifts. They will also be marketing fitness passes which would be like an all-inclusive recreational pass for \$80, versus \$135 to buy the passes individually.

Campbell asked about what is being done to capture the people who used to park at K Mart into parking at the Fairgrounds. Kriese responded that he has spoken with Aaron Popkey and the VCB on this. Campbell stated that we need to get the people over to the Fairgrounds as this could be a great revenue generator. Kriese also noted that camping spaces would be available at Bay Shore Park as well.

Van Dyck thought that maybe in conjunction with the Fair Board something could be established to get transportation to the Stadium. Kriese noted that there is a bus stop at the gas station across from the Fairgrounds which would be ideal. He will continue to work on this and keep the Committee advised.

Gruszynski stated that he used the rifle range this year and asked if the staff there are volunteers. Kriese noted that they are not volunteers and all staff is on board during the fall. Gruszynski stated that they did an excellent job and Katers noted that he also feels the Brown County range is very well run.

Van Dyck brought up the subject of developing camping areas at the Reforestation Camp as he felt that it would be very, very well received. Zoo Director Neil Anderson indicated that camping was something that will be looked at as part of the master plan. Van Dyck stated that camping is something he would support, particularly if there could be some cooperation from some groups to help clear spots and create sites. Anderson agreed and stated that he is looking forward to looking at options.

Motion made by Supervisor Gruszynski, seconded by Supervisor Kaye to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY

13. **Assistant Director's Report.**

Motion made by Supervisor Katers, seconded by Supervisor Campbell to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY

NEW Zoo

14. **Budget Status Financial Report for October, 2015.**

Motion made by Supervisor Gruszynski, seconded by Supervisor Katers to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

15. **Budget Adjustment Request (15-67): Any increase in expenses with an offsetting increase in revenue.**

The NEW Zoo incurred significant storm damage to the grounds. This budget adjustment is for the clean-up costs, fence repair, and the insurance proceeds. The insurance deductible is to be funded by the Casualty Insurance Fund.

Motion made by Supervisor Campbell, seconded by Supervisor Kaye to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

16. **Director's Report.**

Zoo Director Neil Anderson handed out the operations report for November, a copy of which is attached. Attendance for the year should end up about 233,000. There was a tough stretch in August, but the overall numbers as of this time look good. Going into next year they will have the new nutrition center as well as several new animals and birds. As shown on the animal collection report, there is a new red panda at the Zoo and it is the hope that there will be a cub in June or July. Anderson continued that they just got a donation through the Zoo Society to install power handicap doors on the entire visitor's center. The donation will be roughly \$60,000.

Kaye asked about the otters and Anderson responded that there are three otters; a younger pair and an older female. Currently they rotate two on exhibit and one off but the older female will be going to the Milwaukee Zoo.

Motion made by Supervisor Kaye, seconded by Supervisor Gruszynski to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY

Resch Centre/Arena/Shopko Hall

17. **Complex Attendance for the Brown County Veterans Memorial Complex.**

Kaye asked if the revenue issue has been resolved with Dick Resch. Van Dyck indicated that he will put this on the January agenda for an update on the naming rights proceeds.

Motion made by Supervisor Campbell, seconded by Supervisor Gruszynski to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Other

18. **Audit of bills.**

No bills were presented; no action taken.

19. **Such other matters as authorized by law. None.**

20. **Adjourn.**

Motion made by Supervisor Campbell, seconded by Supervisor Gruszynski to adjourn at 7:16 pm. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Alicia A. Loehlein
Recording Secretary

Therese Giannunzio
Transcriptionist

Invitation for Qualifications(IFQ)
For
Brown County
ENERGY PERFORMANCE CONTRACT SERVICES
PROJECT # 1995



Published Date: November 18, 2015

Response Deadline: December 28, 2015 **3:00 PM** **Local Time**
CST

To:

Brown County Purchasing Department
305 E. Walnut Street, Green Bay, WI 54301

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IFQ PROJECT DETAILS

1. General

The Brown County (the "County") requests detailed responses regarding the implementation of a Performance Contract for guaranteed energy saving improvements for Brown County.

It is the County's intent to leverage this partnership to get the best possible value on these projects for the taxpayers of our County. To that end, prospective firms are encouraged to look for innovative and creative ways to accomplish the projects including using County staff and resources where possible. Respondents must ensure that they will allow the County direct purchasing for tax savings as requested. Respondents must also ensure open book pricing and provide a transparent response showing all mark-ups, fees, and other costs associated with the project.

This Invitation for Qualifications (IFQ) will provide a competitive means by which to select a Qualified Provider (per §66.0133) to provide the Performance Contract.

It is the intent of Brown County to contract with a contractor/vendor, hereafter referred to as the "Contractor". All contractors are responsible for any addendums issued for this project. When an open project is posted on the Onvia website, Addendum notifications will automatically be sent if potential vendors are registered on the Onvia website. No notification will be sent when addendums are published to the Brown County website.

2. IFQ Tentative Project Timeline

Please Note: Dates listed in the below table are dates for planning purposes, and to represent the County's desired timeline for implementing this project. Any revision to the *Due Date* for vendor submission requirement will be made by addendum. All other dates may be adjusted without notice, as needs and circumstances dictate.

	Date	Time (CST)
IFQ Published	November 18, 2015	
Non-Mandatory Site Visit – All day with four sites being visited	December 1, 2015	8:00 AM
IFQ Questions Due, Post Site Visit	December 14, 2015	3:00 PM
IFQ Questions & Answers Published	December 17, 2015	3:00 PM
IFQ Responses Due from Vendors	December 28, 2015	3:00 PM
Reference Checks & Select Vendor week of	January 4, 2016	
Send out Thank You & Intent to Award Letters by	January 15, 2016	
Contract Completion	TBD	

3. IFQ Non-Mandatory Site Visits: December 1, 2015 starting at 8:00 AM and concluding by 5:00 PM

Site visits are mandatory based on the date & time listed in the Tentative Project Time Line above	
Contractors meet:	Main entrance to Neville Museum located at 210 Museum Place, Green Bay, WI 54303
Site Visit conducted by:	Doug Marsh / Brown County Public Works
Site Visit contact phone number for questions:	(920) 662-2154

Four (4) site visits are scheduled and are only a representative sampling of the buildings involved. Please see Attachment H for the tentative list of buildings to be included in the project.

Scheduled Site Visits & Times:

1. Neville Public Museum, 210 Museum Place, Green Bay, WI 54303 (8:00am – 9:45am)
2. Central Library, 515 Pine Street, Green Bay, WI 54301 (10:00am to 11:45am)
Lunch Break (12:00 noon – 1:00pm)
3. Community Treatment Center, 3150 Gershwin Drive, Green Bay, WI 54311 (1:00pm – 2:45pm)
4. Austin Straubel International Airport, 2077 Airport Drive, Green Bay, WI 54313 (3:00pm – 5:00pm)

IMPORTANT:

Interested contractors are to RSVP their intent to attend the site visits to Dale DeNamur by the end of the day on Friday, November 27, 2015. Please respond via email to denamur_dc@co.brown.wi.us. Please indicate how many people will be in attendance with your company.

4. IFQ Questions Due: December 14, 2015 by 3:00 PM

Questions-All questions related to this RFB must be in writing and received by the Brown County Purchasing Department, no later than the due date.

- Questions can be delivered via e-mail to: bc_administration_purchasing@co.brown.wi.us
- Questions MUST be clearly marked in the subject line: "Questions for Project # 1995"

MAILED, PHONE CALL AND FAXED QUESTIONS WILL NOT BE ACCEPTED

5. IFQ Questions & Answers Publish Date: December 17, 2015 by 3:00 PM

Answers- If any questions are received; answers to all written questions will be issued in the form of an addendum.

- The Answers will be published on the Brown County website at: www.co.brown.wi.us
 - To navigate to the Open Projects page, click on Departments > Purchasing > Open Projects
- AND on the Demand Star Onvia website at: http://onviacenter.com/content/demandstar_subscriptions

It is the responsibility of all interested vendors to access the web site(s) for project information. Calls for assistance with the web site can be made to (920) 448-4040.

6. IFQ Due Date & Delivery Address Details: December 28, 2015 by 3:00 PM

Responses are due to Brown County Purchasing Department no later than the Due Date. Prospective vendors can submit Project Information by DHL, FedEx, Hand Delivery, Mail, UPS, USPS, etc.

Emailed Project Information:

- Email to: BC_Administration_Purchasing@co.brown.wi.us
- Must be clearly marked in the subject line with respective project #1995
- Attach file in your email including all required documents as referenced in Section 8 of this project document
- Must be received, dated & time stamped by the due date

Hard Copy Project Information:

- Must be in a sealed envelope
- Must be clearly marked with respective project #1995 on the outside of the sealed envelope in the lower left hand corner
- Include all required documents as referenced in Section 8 of this project document
- Must be received, dated and time stamped by the due date and received at the following address:

<p>Delivery Address for DHL, FedEx, Hand Delivery, Mail, UPS, USPS, etc.</p> <p>Brown County Purchasing Department Project 1995 305 E. Walnut St. 5th Floor PO Box 23600 Green Bay, WI 54305-3600</p>
--

***Note:** It shall be the responsibility of the sender to ensure vendor project information arrives by the required due date and time. Any information received after the due date and time will be rejected. When hand delivering project; prospective vendors are encouraged to verify the time on the atomic clock as this is the official time used for receiving all information. Time discrepancies between wall clocks, watches, cell phones, etc. will not be honored.*

Please make sure the outside package is clearly labeled with the project number and description of the project when mailing vendor project information via a third party delivery service. This ensures the vendor project information can be applied to the appropriate project.

7. IFQ Format & Submission Requirement

Any deviation from these requirements may result in the quotation being considered non-responsive, thus eliminating the vendor from consideration. Vendor project information shall include the following attachments:

- **IFQ SCOPE OF WORK, SPECIFICATIONS & REQUIREMENTS – (Attachment A)** - All prospective vendors are required to meet the requirements.
- **IFQ COST SHEET (Attachment B)** – Provide an attachment listing your rates with your document submission.
- **IFQ REFERENCE DATA SHEET (Attachment C)** – Provide an attachment with three (3) to five (5) references with your document submission.
- **IFQ DESIGNATION OF CONFIDENTIAL & PROPRIETARY INFORMATION (Attachment D)** – Provide an attachment if any part of your document submission includes proprietary and confidential material which qualifies as a trade secret, as provided in s. 19.36(5) Wis. Stats., or is otherwise material that can be kept confidential under the Wisconsin Open Records Law. Prices always become public information when received documents are opened, and therefore cannot be kept confidential.
- **IFQ ADDENDUM(S) ACKNOWLEDGEMENT (Attachment E)** - If Addendum (addenda) exist for this project, please sign and date the attachment and provide with your document submission.

8. Performance or Applicable Payment Bonds

Bonds are not required for this project.

Bid Bonds in the amount of 5% are required for any projects over \$50,000. Bid bonds can be in the form of a bid bond, certified check or cashier's check for projects from \$50,000 - \$100,000. Bid bonds for any projects over \$100,000 need to be submitted as a **bid bond only**.

Failure to submit a bid bond, when required, will result in the automatic rejection of the quote.

Performance/Payment bonds are required for any projects over \$50,000 and need to be for the total amount of the project.

9. IFQ Method of Payment

One of two methods:

1. **For projects that are to be completed within 60 days:** Payment is net 30 days from completion and approval of project.
2. **For all other projects:** Partial payment may be made including the cost of materials with the balance due at the project completion and Brown County inspection satisfied.
3. **Payment Terms:** Payments may apply as noted in Wisconsin Statue 66.0135. If milestone payments are appropriate they will be defined in the contract.

10. Financial Verification

Vendor verification prior to award: Vendor's financial solvency may be verified through financial background checks via Dun & Bradstreet or other means (i.e. Wisconsin Circuit Court Access, UCC) prior to contract award. Brown County reserves the right to reject IFQs/RFBs/RFQs/RFPs based on information obtained through these background checks if it's deemed to be in the best interest of the County.

11. "Piggyback" Clause

Common purchasing practices in government include cooperative or "piggyback" purchasing among various units of government or municipalities. This contract will be extended, with the authorization of the vendor, to other units of government or municipalities at the same prices and/or discounts and terms and conditions. If another unit of government or municipality decides to use this contract, the vendor must deal directly with the respective unit of government or municipality concerning the placement of orders, issuance of the purchase orders, contractual disputes, invoicing and payment. Brown County acts only as the "Contracting Agent" for those public agencies.

12. Other

1. **Guarantees & Warranties:** Guarantees and warranties on workmanship and materials shall be stated in your document submission.
2. **Cancelled Project Records:** Brown County reserves the right not to disclose records of cancelled project(s) to ensure open and fair competition of future solicitations.
3. **Laws:** All work shall conform to all applicable industry, Federal, State and Local Laws, Codes, Ordinances, OSHA requirements and Standards.
4. **License:** Contractors performing work are required to have a Contractor's License for the state for which the work is to be done. All applicable Licenses for any contractors must be current on the day of contract execution and throughout the length of the project.
5. **Measurements:** Contractors are responsible for all measurements.
6. **Permits:** Contractor shall be responsible for securing all permits and underground utility locates.
7. **Project Manager:** Contractor shall provide a Project Manager who will act as a single point of contact for Brown County.
8. **Rebate Incentives:** All Contractors must indicate in their submitted material if they intend to apply for any rebate incentives from Focus on Energy related to this project.

9. **Rejection of Submission:** Brown County reserves the right to accept or reject any or all submitted material and to waive any informality.
10. **Site Protection / Cleanup:** Contractor is responsible for the proper handling of materials to include discard of debris and keeping the work site clean. Any cutting of sidewalks or parking areas must be patched accordingly. Contractor is responsible for restoring any ground or landscaping disruption due to construction of this project.
11. **Taxes:** Brown County and its departments are exempt from payment of all federal, Wisconsin and local taxes on its purchases except Wisconsin excise taxes.
12. **Unfair Advantage:** The County prohibits vendors, who have been awarded a contract and provided drawing specifications, from being able to submit on future construction projects related to those drawings to avoid a potential unfair advantage per Wis. Stat. sec. 62.15 and 61.55 design/build process.
13. **Cost of IFQ Response Preparation:** The contractor is responsible for all costs in preparing a response to this IFQ and will NOT be reimbursed by the County.

13. IFQ Attachments

- A. **IFQ Scope of Work, Specifications & Requirements:** Contractor must adhere to specifications/drawings for this project.
- B. **IFQ Cost Sheet**
- C. **IFQ Reference Data Sheet**
- D. **IFQ Designation of Confidential & Proprietary Information**
- E. **IFQ Addendum Acknowledgement:** Brown County reserves the right to make changes to this project. Any changes in the scope of work shall be mutually agreed upon by the Contractor and the County.
- F. **IFQ Appeals**
- G. **Contract Insurance Requirements**
- H. **List of Buildings & Performance Contract Guidelines**

ATTACHMENT A: IFQ SCOPE OF WORK, SPECIFICATIONS & REQUIREMENTS

(Potential vendors are expected to perform the following service in order to submit material and to be awarded a contract.) Please provide specific procedures and explanations to each requirement in your submission.

A. Overview

The Brown County (the "County") requests detailed responses regarding the implementation of a Performance Contract for guaranteed energy saving improvements for Brown County.

It is the County's intent to leverage this partnership to get the best possible value on these projects for the taxpayers of our County. To that end, prospective firms are encouraged to look for innovative and creative ways to accomplish the projects including using County staff and resources where possible. Respondents must ensure that they will allow the County direct purchasing for tax savings as requested. Respondents must also ensure open book pricing and provide a transparent response showing all mark-ups, fees, and other costs associated with the project.

This Invitation for Qualifications (IFQ) will provide a competitive means by which to select a Qualified Provider (per WI §66.0133 - Energy savings performance contracting and WI §16.858 - Energy conservation audits and construction projects) to provide the Performance Contract. A separate document Wisconsin State "Guidelines for Energy Saving Performance Contracts" is attached and explains in greater detail the responsibilities of the County and the Contractor.

B. Components

In general, the components of the program are to:

1. Provide energy and operations savings and improved indoor environmental quality through the installation, modification or replacement of mechanical, electrical, plumbing equipment and controls and building envelope components in the County.
2. If selected, the Respondent must include, as part of the program, a minimum written guarantee of energy and/or operational savings.

County seeks to maximize energy cost savings and related costs in order to pay for facility upgrades and services. Services and capital improvements will be financed through an energy performance contract which:

- Incurs no initial capital costs (with option for County to provide initial capital if desired)
- Achieves significant long-term energy cost savings
- Achieves a guarantee for cost savings (with County option to eliminate part or the entire guarantee after three years of guaranteed performance).
- Maintains consistent and reasonable levels of occupant comfort
- Maintains consistent levels of building functionality
- Captures additional benefits that may directly result from energy-related services and capital improvements, such as environmental protection, hazardous materials disposal or recycling, improved occupant comfort, reduced maintenance needs, improved indoor air quality, additional building improvements, etc.

C. Scope

The Scope of Work shall be the design, oversight of, and savings guarantee for energy and/or operational savings associated with the County. The County reserves the right to change the size and scope of the project.

The selected respondent must be able to develop a comprehensive report showing firm, guaranteed costs and savings projections for the County.

The scope of work for the selected provider may include, but is not limited to, the following tasks:

1. Final project scope definition, engineering and design
2. Project Management: The Respondent should indicate how they will partner with the County in managing and supervising the project.
3. Minimum written guarantee of energy and/or operation savings
4. Equipment and system commissioning. The respondent should include a sample commissioning plan, outlining the approach, expected subcontractors and key performance metrics for the anticipated projects.
5. Equipment and system training. The respondent should include a sample training plan, outlining the training schedule and approach for the anticipated projects
6. Measurement and Verification of actual savings: The respondent should include sample project approach, expected subcontractors and savings metrics for the anticipated projects.

D. Equipment Purchasing

The County has a full service purchasing department and therefore we intend on realizing all reasonable and practical sales tax savings through the use of owner direct purchases.

E. Incentives/ Rebates

It is expected that the Performance Contractor will work with the County to pursue and obtain any and all possible/practical rebates, grants or other funding for the projects outlined in the Scope of Work and the detailed report prepared by the Performance Contractor in order to minimize the impact on the County taxpayers wherever possible. (*Wisconsin Public Service and Focus on Energy are our local partners.*)

RESPONSE FORMAT

Responses shall be submitted in the format outlined in this section. Each proposal will be reviewed to determine if it is complete prior to actual evaluation. The County reserves the right to eliminate from further consideration any proposal deemed to be substantially or materially unresponsive to the requests for information contained herein.

A. Contractor Background and Qualifications

Each proposal must include the following information regarding the Contractor's qualifications:

1. Provide the general background information of your company including address, contact information, type, tax identification numbers, and the year established.
2. Describe the Contractor's core business and organizational structure.
3. Provide a complete overview of the Contractor including personnel assigned to this project.

- a. To include but not be limited to their responsibility, individual backgrounds, industry experience, etc.
4. Provide the Contractor's expertise in assisting school districts or municipalities on low cost energy savings projects.
5. Provide the Contractor's expertise in managing environmental hazards and how you will manage any environmental issues that arise during the project.
6. State whether Contractor is a manufacturer of, or is associated with a particular product or product line as an authorized supplier, distributor, or installer.
 - a. If so, the products manufactured shall be identified and/or such product association or relationships shall be described with specificity.
7. State whether any products identified in response to this section will be proposed for use by the County as part of the Energy Savings Plan. Contractor should also demonstrate its ability to work with different manufacturers of equipment should such equipment prove to be the optimal choice for the County.
8. Contractor shall state whether it is owned, in whole or in part by, affiliated with, or is a division or subsidiary of a public utility or fossil fuel supplier.
 - a. If so, identify the company with which the Contractor is affiliated or by which the Contractor is owned.
9. State the percentage of Contractor's business that is devoted to energy-savings related services, including, but not limited to, energy efficiency and conservation, energy supply management, renewables, demand response, and power purchase arrangements.
10. State whether Contractor utilizes open protocol system architecture.
11. Provide a complete list of all projects that in the last 15 years :
 - a. Have canceled or non-appropriated a performance contract with the Contractor (list reasons)
 - b. Have past or pending lawsuits or litigation regarding a performance contract with a customer (list reasons)
 - c. Have been reimbursed for non-performance on guaranteed savings.
 - d. Have past "out of court" settlements regarding a performance contract (list reasons).
12. *Project Organizational Chart and Project Team Resumes:* Contractor shall provide an organizational chart representing the project team dedicated to this program, with resumes for each individual identified as a lead person for Proposer.
13. *Annual Report/Financial Statements:* Contractor must contain annual reports and/or certified financial statements covering the five most recent fiscal years. Bank and credit references must also be provided.
14. *Presentation of Completed Energy Conservation Projects:* Contractor must demonstrate prior relevant work experience in the development and implementation of performance-based, energy savings improvement program type energy efficiency, conservation and renewable projects during the last five years. For each such project, Contractor shall set forth:
 - a. Customer's name and address, and date of project completion;
 - b. Number and types of Energy Conservation Measures implemented and total project cost;
 - c. Type of contract (e.g. shared savings, performance contract, sale, lease-purchase, etc.);
 - d. Brief description of the project, including nature of facilities and verified energy savings achieved.
 - e. Contact information for a reference person for the project (office phone and email, if available).

B. Project Staffing and Management

1. The Contractor should indicate how they will partner with the County in managing and supervising the project. The County expects on-site visits as appropriate to identified deliverables.
2. The Contractor should include a sample commissioning plan, outlining the approach, expected subcontractors and key performance metrics for the anticipated projects.
3. Generally describe the types of services (both professional and construction services) that you offer in-house and the services you offer through subcontractors, and describe the strategy behind in-house vs. subcontractor use. Identify each category below as work to be performed in-house vs. subcontractor.

PROFESSIONAL & CONSTRUCTION SERVICES				
Project Category	In-House or Subcontract	2016 Hourly Rate	2017 Hourly Rate	2018 Hourly Rate
Investment Grade Audit				
Design/ Engineering – Lighting				
Design/ Engineering – Plumbing				
Design/ Engineering – HVAC				
Design/ Engineering – Controls/ Building Automation				
Design/ Engineering – Roofing/ Building Shell				
Procurement/ Supply of Equipment				
Construction Management				
Construction – Lighting				
Construction – Plumbing				
Construction – HVAC				
Construction – Controls/ Building Automation Systems				
Construction – Roofing/ Building Shell				
Measurement and Verification				

4. The Contractor should include a sample training plan, outlining the training schedule and approach for the anticipated projects
5. The Contractor should include sample Measurement and Verification plan with metrics and sample calculations for typical measures.

C. Project Financials

The tables below are used to compare project pricing. The format is required and must be completed in its entirety. Use only the categories provided. Unexplained ranges for markups are not acceptable. The use of margins in lieu of markups is not acceptable.

1. Provide your company's proposed charges for the Investment Grade Audit (IGA) and project design and development below. If the company performs this work under a percentage of the total project costs fee, mark N/A in the table below and indicate this in the appropriate category in the Fee Component table.
- 2.

INVESTMENT GRADE AUDIT and PROJECT DEVELOPMENT		\$ per Sq. Ft.
Investment Grade Audit		
Project Design/ Development		

3. Fee component

FEES		
Category of Fee	How fee determined and used	Years Applied (One time, annual, Etc.)
Overhead		
Profit		
Bond		
Project Management		
Measurement and Verification/Reports		
Energy Guarantee Risk/Insurance		
All other General Conditions		

4. Provide your company's proposed maximum allowable markups in the schedule below for each category listed on the schedule.

MARK UPs		
Category of Mark Up	Mark Up Applications	Mark Up Percentage
Internal Design, Engineering, Consulting, etc.		
Sub consultants Design, Engineering, Consulting, etc.		
Internal Labor		
Equipment Supplied or Purchased		
Material Supplied or Purchased		
Subcontractor Labor		
Subcontractor Materials Supplied or Purchased		
Subcontractor Equipment Supplied or Purchased		

5. Clearly describe how self-performed work will be charged (billed hourly, billed as a markup of equipment and labor costs, etc.). If self-performed work will be billed hourly, include markups proposed to be applied to the hourly rate:
6. Describe how potential change order situations will be evaluated and the associated fees and markup schedule.

County also reserves the right to accept a proposed set fee amount for work to be performed.

**All pricing is to be inclusive of all costs including travel and meals.*

COOPERATIVE PURCHASING: Wisconsin statutes establish authority to allow Wisconsin municipalities to participate in cooperative purchasing when the contractors agree to extend their terms to them. Participating in this option allows vendors opportunities for additional sales and municipalities to expedite purchases without additional bidding. Please be aware that your

participation is voluntary. A "municipality" is defined as any county, city, village, town, school district, board of school directors, sewer district, drainage district, vocational, technical and adult education district, or any other public body having the authority to award public contracts (s. 16.70(8), Wis. Stats.).

☐ Upon a mutually approved contract, I Agree to make the products or services of this quote/proposal available to other public entities as defined above and as priced, for the period specified within this solicitation.

D. Project Demonstration

Contractor must have the demonstrated capability in engineering and management to provide a broad range of services. Services may include but are not limited to the following:

1. Audit and Project Development
 - a. technical energy audit to evaluate costs and savings of a variety of energy-saving measures
 - b. project development plan including financial analysis
2. Construction/Implementation/Financing
 - a. design services
 - b. equipment procurement and purchasing
 - c. construction management
 - d. hazardous waste disposal or recycling
 - e. financing capability or ability to help find financing.
3. Commissioning/Guarantee/Monitoring
 - a. commissioning
 - b. continuing operations and maintenance for all improvements
 - c. staff training on routine maintenance and operation of systems
 - d. training of occupants
 - e. performance and cost guarantee of savings
 - f. monitoring and verification for measurement and reporting of the performance and savings from improvements
 - g. analysis and application for Energy Star Label
 - h. monitoring and reporting of emissions reductions
 - i. maintaining long-term, high-efficiency performance of buildings

Contractor must have the technical capability to address a broad range of systems including, but not limited to:

1. Mechanical Systems: Heating, ventilating and air conditioning (HVAC) systems, energy management and control systems, domestic hot water systems, distribution systems, etc.
2. Electrical Power Systems: distribution systems, etc.
3. Plants: Boiler heating and circulation plants and Chiller cooling and circulation plants.
4. Lighting systems. Indoor and outdoor lighting systems, lighting controls, daylighting strategies.
5. Building envelope systems. Windows, insulation, weatherization, etc. (It is recognized that window replacements are rarely cost-effective, but could be considered as part of a comprehensive plan.)
6. Specialty Systems: Kitchen equipment, pool systems, renewable energy systems.
7. Water and Sewage Systems: Automatic controls, low-flow faucet aerators, low-flow toilets, cooling tower modifications, pool covers, and irrigation system controls or modifications.

BUILDINGS AND FACILITIES

Facilities identified for this work are listed in Attachment H: List of Buildings. Customer reserves the right to reduce the scope of work, conduct work in phases or issue a performance contract to more than one ESCO on separate facilities. Additional buildings and facilities may be included in the future under the same contract.

QUALITY CONTROL

Brown County Public Works Department will track, categorize and identify reasons for changes to the contract documents during the construction phase. It is expected that the quality control procedures as practiced by the ESCO will result in minimal changes due to contract document omissions, errors, and coordination problems.

Brown County reserves the right to request partial or full reimbursement from the ESCO for change orders resulting from errors and omissions in the contract documents prepared by the ESCO.

Selection Process

A. Evaluation

Responses will be evaluated on the basis of the following criteria:

1. Contractor Qualifications

Preference will be given to Contractors that have demonstrated success providing the technical services being requested by the County and that can provide the services to the District the most efficiently and cost effectively.

2. PROJECT MANAGEMENT

Preference will be given to Contractors that outline clear approaches to project management and supervision, commissioning, training and measurement and verification.

3. PROJECT FINANCIALS

Preference will be given to Contractors that responsibly maximize the net economic benefit to the County and responsibly minimize the risk to the County.

ATTACHMENT B: IFQ VENDOR CONTACT INFORMATION*(Use of this form is required when submitting documents; do not submit copy of project details with your submission)***Vendor Information**

COMPANY PHYSICAL LOCATION INFORMATION					
Legal Name:					
Address:					
City:		State:		Zip:	
Phone:		Fax:			
Federal ID #:		Website:			
COMPANY REMIT INFORMATION <i>(where to send invoice, if different than above)</i>					
Billing Name:					
<i>Name to print on check, if different than above</i>					
Address:					
City:		State:		Zip:	
Accounts Payable Contact:		Phone:			
Accounts Payable Email:		Payment Terms:			
CONTACT INFORMATION / SALES REPRESENTATIVE RESPONSIBLE FOR SETTING UP PRESENTATIONS, DEMONSTRATIONS AND/OR INTERVIEWS					
Sales Rep Name:		Sales Rep Title:			
Sales Rep Phone Number:		Sales Rep Email:			
CONTACT INFORMATION / PRIMARY PERSON TO NOTIFY FOR INTENT TO AWARD OR THANK YOU					
Primary Name:		Title:			
Email:					
CONTACT INFORMATION / SECONDARY PERSON TO NOTIFY FOR INTENT TO AWARD OR THANK YOU					
Secondary Name:		Title:			
Email:					
CONTACT INFORMATION / PROJECT MANAGER WHO WILL ASSIGNED TO BROWN COUNTY					
Project Manager Name:		Title:			
Address:		City:			
City:		State:			
Phone:		ZIP:			
Email:		Fax:			

CONTACT INFORMATION / PERSON AUTHORIZED TO SIGN CONTRACT			
Contract Signer Name:		Title:	
Address:		City:	
City:		State:	
Phone:		ZIP:	
Email:		Fax:	

Does your Company accept MasterCard Credit Card for payment? YES NO (Circle one)

Comments:	
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Does your Company accept the Brown County Standard Contract? YES NO (Circle one)

Comments:	
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ATTACHMENT C: IFQ REFERENCE DATA SHEET

Provide five (5) references of projects performed by the Contractor for school districts or municipalities in the last three years including proof of relationships of longevity with school districts or municipalities.

Proposer's primary three reference projects must be projects that the ESCO has successfully implemented and monitored within the last five years. Secondary references can represent various project types that reflect the ESCO's experience, expertise, resources and capabilities in the energy efficiency and conservation industry.

You must verify that contact person listed is accurate and still employed with the company.

Reference #1	
Agency Name	Telephone
Contact Person	Email address
Street Address	City/State
Reference #2	
Agency Name	Telephone
Contact Person	Email address
Street Address	City/State
Reference #3	
Agency Name	Telephone
Contact Person	Email address
Street Address	City/State
Reference #4	
Agency Name	Telephone
Contact Person	Email address
Street Address	City/State
Reference #5	
Agency Name	Telephone
Contact Person	Email address
Street Address	City/State

ATTACHMENT D: IFQ DESIGNATION OF CONFIDENTIAL & PROPRIETARY INFORMATION*(Use of this form is required when submitting documents)*

The attached material submitted in response to this project includes proprietary and confidential information which qualifies as a trade secret, as provided in s. 19.36(5) Wis. Stats., or is otherwise material that can be kept confidential under the Wisconsin Open Records Law. As such, we ask that certain pages, as indicated below, of this bid/proposal response be treated as confidential material and not be released without our written approval.

Prices always become public information when submitted vendor documents are opened, and therefore cannot be kept confidential. Blanket labeling of confidential/proprietary information in headers/footers of documents will not be considered as confidential/proprietary.

Information cannot be kept confidential unless it is a trade secret. Trade secret is defined in s. 134.90(1)(c), Wis. Stats. as follows: "Trade secret" means information, including formula, pattern, compilation, program, device, method, technique or process to which all of the following apply:

1. The information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.
2. The information is the subject of efforts to maintain its secrecy that are reasonable under the circumstances.

We request the following pages not be released:

Section	Page #	Topic

IN THE EVENT THE DESIGNATION OF CONFIDENTIALITY OF THIS INFORMATION IS CHALLENGED, THE UNDERSIGNED HEREBY AGREES TO **PROVIDE LEGAL COUNSEL OR OTHER NECESSARY ASSISTANCE TO DEFEND THE DESIGNATION OF CONFIDENTIALITY AND AGREES TO HOLD BROWN COUNTY HARMLESS FOR ANY COSTS OR DAMAGES ARISING OUT OF THE COUNTY'S AGREEING TO WITHHOLD THE MATERIALS.**

Failure to include this form with your submission designates that all information may be provided as part of an open records response. The County considers other markings of confidential/proprietary in the document to be insufficient. The undersigned agrees to hold the County harmless for any damages arising out of the release of any materials unless they are specifically identified above.

Company Name: _____

Printed Name: _____

Signature: _____

Date: _____

ATTACHMENT E: IFQ ADDENDUM ACKNOWLEDGEMENT*(If Addenda exist for this project, please sign and date and send with your quote)*

The undersigned acknowledges receipt of the following addenda by checking the box(es) below:

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐

Additional Addenda should be written here:

I have examined and carefully prepared the IFQ/RFB/RFP/RFQ from the plans and specifications and have checked the same in detail before submitting the IFQ/RFB/RFP/RFQ to Brown County. Attached is my list of subcontractors along with their respective trades-if applicable.

The Undersigned agrees to the above statement:
Company Name:
Printed Name:
Signature:
Date:

If this IFQ/RFB/RFP/RFQ is assigned a project number all vendors are responsible to check for addenda, published on our web site at www.co.brown.wi.us, for this project prior to the due date. No notification will be sent when addenda are published unless there is an addendum within three business days of IFQ/RFB/RFP/RFQ due date.

All vendors receiving initial notification of project and those who register as downloading the project off our website will be notified by Brown County of all addenda issued within three (3) business days prior to due date. If IFQ/RFB/RFP/RFQ has already been submitted, vendor is required to acknowledge receipt of addendum via fax or e-mail prior to due date. New IFQ/RFB/RFP/RFQ must be submitted by vendor if addendum affects costs.

Vendors that do not have Internet access are responsible for contacting our purchasing department at 920-448-4040 to ensure receipt of addenda issued.

IFQs/RFBs/RFPs/RFQs that do not acknowledge addenda may be rejected.

All IFQs/RFBs/RFPs/RFQs submitted will be sealed. Envelopes are to be clearly marked with required information. Sealed IFQs/RFBs/RFPs/RFQs that are opened by mistake due to inadequate markings on the outside may be rejected and returned to the vendor.

ATTACHMENT E: IFQ APPEALS

(This appeals attachment is for your information only, there is no need to sign or mail it back.)

To: Vendors

RE: Brown County Appeals Process

An appeal refers to a written request from a vendor for reconsideration of vendor selection on an IRQ, RFB, RFP or RFQ.

Appeals may be submitted for the following purchases:

1. the item is a public work project quote under Section 55.52 (29) and 66.29 of the Wisconsin Statutes, or
2. the item price or proceeds is \$5000 or more or the total order is \$10,000 or more, and
3. vendor selection was based on factual errors, or
4. the lowest price or highest proceeds vendor was not selected for IFQ, RFQ or RFB, or
5. failure by the County or its agents to adhere to the County's policies and procedures or other legal requirements

Appeals shall be submitted in writing and should specify the factual error or policy, procedure or other legal requirement which has been violated. Vendor appeals are to be submitted to the Internal Auditor within three (3) business days from the receipt of the rejection letter. Appeals not containing the necessary information or not filed on a timely basis shall be rejected by the Internal Auditor.

If the Internal Auditor determines that an appeal is valid, an appeals hearing shall be convened. A decision on all appeals will be rendered within five (5) working days of the date upon which the request for appeal was received. All decisions of the Appeals Committee shall be final. Appeals Committee consists of three people: The Chairman of both the Executive and Administration Committees and the Internal Auditor.

Submit To:	Brown County Internal Auditor 305 E. Walnut St. Rm 102 PO Box 23600 Green Bay, WI 54305-3600
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ATTACHMENT G: CONTRACT INSURANCE REQUIREMENTS

*(Potential vendors are required to meet the following insurance requirements in order to be awarded a contract.
There is no need to sign or mail it back.)*

Awarded vendor is required to provide a certificate of insurance within three (3) business days of receiving the 'Intent to Award' notice. Certificates are required to be valid and provided annually to Brown County Administration, 305 E. Walnut Street, PO Box 23600, Green Bay, WI 54305-3600 or emailed to BC_administration_purchasing@co.brown.wi.us throughout the contract term.

1. Hold Harmless

Vendor hereby agrees to release, indemnify, defend and hold harmless Brown County, their officials, officers, employees and agents from and against all judgments, damages, penalties, losses, costs, claims, expenses, suits, demands, debts, actions and/or causes of action of any type or nature whatsoever, including actual and reasonable attorney fees, which may be sustained or to which they may be exposed, directly or indirectly, by reason of personal injury, death, property damage, or other liability, alleged or proven, resulting from or arising out of the performance under this agreement by vendor, its officers, officials, employees, agent or assigns. Brown County does not waive, and specifically reserves, its right to assert any and all affirmative defenses and limitations of liability as specifically set forth in Wisconsin Statutes, Chapter 893 and related statutes.

2. Insurance Requirements

Vendor, Contractor, Tenant, Provider, Organization or other (will be referred as Outside Contractor) shall provide and maintain at its own expense during the term of their agreement, the following insurance policies covering its operations hereunder are minimum requirements. Such insurance shall be provided on a primary basis by insurer(s) financially solvent and authorized to conduct business in the State of Wisconsin.

The Outside Contractor shall not commence work under this contract until all insurance required under this paragraph is obtained and such insurance has been approved by a County representative, nor shall any Outside Contractor allow subcontractors to commence work on their subcontract until all similar insurance requirements have been obtained and approved by a County representative. Notwithstanding any provisions of this section, and for purposes of this agreement, contractor acknowledges that its potential liability is not limited to the amounts of insurance coverage it maintains or to the limits required herein.

Comprehensive General Liability (Occurrence Form)

Products and Completed Operations

Personal Injury and Advertising Liability

Independent Contractors / Protective

Limits of Insurance	\$1,000,000 per occurrence
	\$1,000,000 aggregate

Business Automobile Liability : Covering all owned, hired, and non-owned vehicles

Limits of Insurance	\$1,000,000 per occurrence for bodily injury and property damage
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Excess / Umbrella Liability

Limits of Insurance	\$1,000,000 per occurrence
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Worker's Compensation Insurance and Employers Liability

State Statutory Workers' Compensation Limits

Employer Liability	\$100,000 each accident
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Professional Liability

Limits of Insurance	\$1,000,000 per occurrence \$2,000,000 aggregate
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3. Additional Insured

The Outside Contractor agrees that all liability policies other than professional liability shall name Brown County as additional insured with respects to: liability arising out of activities performed by or on behalf of the vendor/contractor; products and completed operations of vendor/contractor; premises owned, occupied or used by vendor; or automobiles owned, leased, hired or borrowed by vendor. The coverage shall contain no special limitations on the scope of protection to the County.

4. Adjustment to Insurance Coverage

The limits of liability as set forth herein shall be periodically reviewed and adjustments made so as to provide insurance coverage in keeping with increases in the Consumer Price Index and what is deemed to be prudent and reasonable by the County or its representatives. In the event that the County determines that the limits need to be adjusted at some time after the initial term of the contract, the County shall give notice to the contractor in writing of the new limits and the Contractor shall make such adjustments to its insurance coverage within sixty (60) day of such notice.

5. Subcontractor

Subcontractors of the Outside Contractor shall also be in compliance with these requirements, including but not limited to, the submittal of a Certificate of Insurance that meet the same requirement outlined for the Outside Contractor.

6. Waiver of Subrogation

Insurers shall waive all subrogation rights against Brown County on all policies required under this requirement.

7. Certificate of Insurance

The Certificate of Insurance must include:

- **Additional Insured:** Named as **Brown County**
- **Cancellation:** Shall include a provision prohibiting cancellation of said policies except upon 30 days prior written notice to the County to include non-renewal, or material change in coverage.
- **Project Information:** Shall include reference to the **contract name and / or RFB number** in the description section of the certificate.
- **Receipt of Certificate:** A valid Certificate shall be issued to "Brown County" prior to commencement of work and meeting the requirements listed to avoid any interruption of normal business services and transactions.
- **Signature(s):** Shall be issued by companies licensed to do business in the State of Wisconsin or signed by an agent of the State of Wisconsin. Certificates must also bear the signature of the insurer's authorized representative.

The certificate of insurance will be delivered to Brown County prior to the execution of the contract, to the address below .

Brown County Department of Administration

305 E Walnut Street

PO Box 23600

Green Bay, WI 54305-3600

8. Questions

If any of the insurance requirements cannot be met, please contact the Brown County Risk Manager at (920) 448-6298 to explain what coverage you are unable to obtain on your policy. Please provide information on what projects you are interested in or currently hired to work on.

ATTACHMENT H:

LIST OF BUILDINGS

(Tentative list of County buildings to be included in this project.)

See Attachment 1 Posted on Website

WISCONSIN STATE GUIDELINES FOR ENERGY SAVING PERFORMANCE CONTRACTS

(STATE OF WISCONSIN, DEPARTMENT OF ADMINISTRATION, DIVISION OF STATE FACILITIES)

See Attachment 2 Posted on Website



2015 ANNUAL REPORT

ASSISTANT DIRECTOR,
MATT KRIESE

I am pleased to present the 2015 Annual Brown County Park Department Report.

The Brown County Park Department has provided Northeastern Wisconsin, and beyond, with amazing opportunities related to recreation, education, healthy lifestyles, environmental protection, gathering spaces and so much more. Our attendance is expected to reach over 900,000 visitors within the 18 park areas we currently operate. This truly shows that Parks are a value to our community and we are pleased to continue enriching the lives of anyone lucky enough to visit one of our 18 park areas.

This year the department had an amazing year with increased attendance at most park areas, increased revenue across most programs and increase community connections.

The Adventure Park located at the Reforestation Camp and NEW Zoo structured its operation based on a successful first year. The addition of the Quick Jump and organized group programming has shown there is a need in the community for group programming, which will be a focus in 2016.

Initiated in 2014 were several Friends of the Park groups. These six organizations have formal agreements with the county and several have stepped up to the plate in terms of involving the community and fundraising for their parks. By the end of FY 2015 Brown County will have: a new bridge at Way Morr Park, a new playground at Neshota Park and nearly 4 km of lighted Nordic ski trails at the Reforestation Camp. This equates to over \$400,000 in privately raised funds and grants to improving your parks. A special thanks to the Bay Area Nordic Ski Club, Friends of Neshota Park and the Wayside Morrison Lions Club for tackling these fundraising goals and achieving the final product. You truly have made a difference for your community!

As you can see in the following pages of accomplishments our staff have been busy providing countless services, improvements and well maintained parks in Brown County. The 2015 park system operational budget was only 31% funded through the tax levy and 69% of funding from other revenue sources. This has been possible due to extremely dedicated and talented employees. I am very pleased to work with the group on a daily basis and thank them for this dedication.

I would also like to thank our County leaders for their support and understanding of the importance Parks play in our community and economy. I am looking forward to the future of the Brown County Park System!

Thank you,

Vision Statement:

Get Outdoors, the Parks are Yours!

- *Promote a strong sense of community*
- *Natural resource protection*
- *Promote healthy lifestyles for all*
- *Provide quality park experiences*
- *Promote social interactions*
- *Provide access for all*
- *Offer diverse programming*
- *Increase tourism*
- *Live longer*
- *Boost economy and attract business*
- *Land conservancy*
- *Habitat protection*
- *Provide family gathering spaces*
- *Provide connections with nature*

Staff:

Matt Kriese, assistant director
Kim Koenig, administrative secretary
Rick Ledvina, west side manager
Marv Hanson, east side manager
Curt Hall, Reforestation Camp supervisor
Nathaniel Blood, assistant naturalist
Larry Dettlaff, park ranger
Dan Gillis, park ranger
Jason Petrella, park ranger
Jon Rickaby, park ranger
Jena Rosinsky, LTE naturalist
John VanBoxel, park ranger
Vacant, park ranger

**Approximately 42 seasonal employees*

Mission Statement:

To enrich the quality of life in our community through a comprehensive system of open space and outdoor recreational facilities with an emphasis on natural resources, recreation and outdoor education.

2015 Park Volunteers:
Over 328 volunteers
Over 2,458 hours of service



2015

Park

Projects

Major Projects	Proj Mgr	Schedule	Status
UTV Snowmobile Groomer	Hall	1st Quarter	complete
UTV Snowmobile Groomer	Hanson	4th Quarter	hold
G-2 Tidd Tech Groomer	Hanson	4th Quarter	hold
Zero Turn Mower	Ledvina	4th Quarter	hold
Bay Shore Harbor Dredging	Hanson/Kriese	4th Quarter	complete
State Trail Culvert Repair	Ledvina/Kriese	1st and 2nd Quarter	complete
Barkhausen Ducks Unlimited Habitat Project	Kriese		complete
Base Camp Building	Hall/Kriese	2nd Quarter	complete
Timber Sale	Hall		planning stage
POS Upgrade	Koenig		2016
Completion of fur trader cabin Barkhausen		ALL	in progress
Way Morr Bridge	Hanson	4th quarter	complete
Neshota Playground	Hanson	3rd quarter	complete
Nordic Ski Trail Lighting	Hall/Kriese	4th quarter	
Trailer Blower	Ledvina	2nd Quarter	complete
Minor Projects	Proj Mgr	Schedule	Status
Dance Hall Light Replacement	Ledvina	1st Quarter	complete
Suamico Dock Repairs	Ledvina/Hanson	1st Quarter	complete
Bay Shore Signage Update	Hanson	2nd Quarter	complete
Repaint Pampersin restrooms		2nd and 3rd quarter	complete
Quick Jump Installation	Hall	1st Quarter	complete
East Side Bathroom floor coating		4th quarter	complete
Firewood Harvesting and Cutting	ALL	1st and 2nd Quarter	campground supply
Backhoe Repairs	Hanson	1st Quarter	
			complete
Personnel Relocation	Kriese	1st Quarter	Complete
Replace bathroom vent fans		2nd quarter	complete
Marketing Increase	Koenig	ALL	
Spring Training Organization	ALL	1st and 2nd Quarter	cypherworx training complete
Overlook viewing clearing at Bay Shore		3rd and 4th quarter	in progress
Replace roof at Wequiock Falls		3rd quarter	complete
Suamico Bridge	Kriese/Ledvina	2nd Quarter	complete
CIP List Development	Kriese	2nd Quarter	complete
Park Strategic Planning Process	ALL	ALL YEAR	2016
Create Tickets for Fairgrounds Events	Hanson/Koenig	2nd Quarter	complete
Lot sealing and crack fill - Barkhausen/RFR	Ledvina	4th Quarter	complete

*2015
Park
Projects*



Bay Shore Boat
Landing Dredging



Neshota Playground



Bay Shore Overlook Clearing



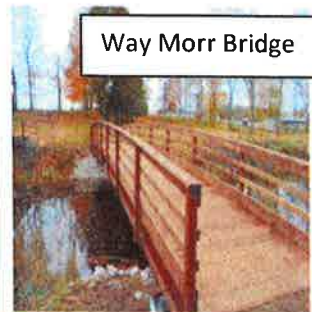
Saputo Recreation Area



UTV Nordic Ski Groomer



Quick Jump



Way Morr Bridge

More than 70 percent of the historical critical wetland acres along the West Shore of Green Bay have been lost

The department manages 3, 145 acres of land.

In 2015 the Barkhausen habitat enhancement project was completed, which enhanced approximately 40 acres of wetlands along Green Bay's west shore. By preserving and protecting these areas we are providing habitat for our native plants, mammals and birds.

Other critical habitat and environmental sensitive areas within the parks are left unmowed and maintained to provide buffers which reduce pollution in our local waters and provide habitat for a variety of species.

Habitat Protection and Enhancement:



2015 Programs

2015 park attendance has
increase 7% over 2014.

Adventure Park:

49 group reservations
19,199 general admission
attendees

Barkhausen Waterfowl Preserve:

36 schools utilized the site
305 school programs
57 public programs
8,200+ school program
attendees

Nordic Ski Trails:

9,310 trail users

Trails:

53 miles of multi-use
28 miles of bike
23.6 miles of hiking
10.2 miles of horse
34 miles of ski
5 miles of snowshoe

Rifle Range:

1,117 users to date

Snowmobile Trails:

192 miles of trail
administered by county

Facility Rentals:

1,290 reservations processed

Camping:

Bay Shore 32% occupancy
rate with 6,991 camping days
Fairgrounds 9% occupancy
rate with 581 camping days

Boat Landings:

Four boat landings
100,291 total launch
attendance

Special Events:

70,940 attendees

2015

*Donations &
Grants*

- \$54,000 Knowles Nelson Stewardship Grant
 - State trail culvert rehabilitation
- \$53,000 Recreational Trail Aid Grant
 - State trail culvert rehabilitation
- \$1,000 Cellcom Green Gift Grant
 - Environmental Education
- \$44,892 Motorized Stewardship Grant
 - Snowmobile Trail
- \$125,000 Development of Local Parks (Stewardship Grant)
 - Nordic trail lighting
- \$50,000 Playground Donation
 - Friends of Neshota Park
- \$35,000 Bridge Donation
 - Way Morr Lions Club
- \$150,000 Nordic Trail Lighting Donation
 - Bay Area Nordic
- \$4,600 USFWS Grant
 - Habitat construction at Barkhausen
- Several Benches at \$500
- Multiple trees and other plantings
- Implemented a brick sales program
 - Several bricks sold to date

2015 Brown County Donation/Grant value = \$518,492

2015

*Customer
Comments*

- Neshota - great service from the staff! Nice clean park, thinking about using this place again. Everything was awesome!
- Fox River State Trail - this trail is an asset to our community! We are so lucky to live close and be able to hop on and take our family all over De Pere.
- Pamperin - everything was wonderful! Very helpful employees.
- Barkhausen - it was a great day! My mom used the wheelchair on the trails, amazing!!!
- Adventure Park - my children (teenagers) loved it!
- Reforestation Camp - everything was amazing and perfect, thank you so much for everything. The staff was professional and extremely helpful.
- Adventure Park - awesome job don't improve, excellent customer service! Can't express how awesome of a job Amy and Curt were excellent!
- Barkhausen - this park is splendid and is a place we all must see!
- Neshota - staff was awesome, helpful and polite. The grounds and building were spotless. We'll recommend it to everyone!
- Neshota - great service from the staff, nice clean park thinking about using this place again - everything was awesome!
- Fox River State Trail – my husband and I had a wonderful experience. Facilities were clean and available. Beautiful day to ride our bikes!
- Fox River State Trail – Very well maintained trail, thank you!
- Reforestation Camp – Ranger Jeff is terrific, I already booked again for 2016.
- Bay Shore – for firewood purchase, could you have a colored tag that campers can out on the site post when they need firewood?
- Way-Morr – very nice facilities and well maintained
- Reforestation Camp – your staff are amazing and patient, you are very fortunate to have them working here!

Supervisor Reports



Curt Hall

Adventure Park Supervisor

The Adventure Park within the Reforestation Camp is the newest attraction in the Brown County Park System.

The Adventure Park is located within the Reforestation Camp. The Adventure Park consists of 3 main components which are: 3 sided 40' Climbing Tower, 16 element 3 level Ropes Course and Dual Racing 1000' Zip Lines. 2015 was the first full year of operations for the Adventure Park. In the summer the Adventure Park is open daily to the general public in a "pay to play" format. The Adventure Park is also a great venue for Corporate Teambuilding, Scout Groups, Birthday Parties, School Groups, Technical Workshops and more special events.

The Reforestation Camp is a total of 1,600 acres that offers a variety of outdoor activities. Picnicking and fishing around the Camp's many small ponds are popular summer activities. For the outdoor enthusiast, miles of scenic trails running throughout the Camp provide the opportunity for hiking, biking, and horseback riding. A playground and two rental shelter buildings are available for family gatherings and company events. In the winter months, the Reforestation Camp is a favorite winter recreation area with its miles of groomed cross-country ski and snowmobile trails. Each autumn hunters take advantage of the Brown County Rifle Range, located in the northeast portion of the Camp, to site-in their firearms. Assistance and spotters are provided on this excellent 100-yard range.

Major Accomplishments for 2015:

- Learned grooming process and groomed trails independently for majority of '14/'15 season.
- Hired new Park Ranger Feb. '15.
- Updated RFC/ N.E.W. Zoo E.A.P.
- Developed Site Specific Adventure Park Training and Operations Manual.
- Hired and trained 15-20 Park staff.
 - Supervised 20+ LTE Adventure Park staff throughout '15.
 - Supervised 3 RFC Park staff throughout '15.
- Cleared land for Adventure Park Base Camp building location March '15.
- Coordinated Construction of Adventure Park Base Camp.

- Designed and constructed a new Adventure Park element in spring '15.
 - "Quick Jump" is a 10' free fall device. It added a new element for returning participants as well as addresses some participant flow issues by providing an alternate course exit.
- Grand Opening of AP Base Camp July 10th 2015.
 - Opened and operated concession stand within AP Base Camp.
- Developed Adventure Park Cash Handling Policy and implemented P.O.S. system based on policy guidelines.
- Adjusted Adventure Park pricing structure which resulted in a per cap increase from \$11.50 to \$14-\$15.
- Brought in approximately \$225,000 of AP revenue in '15 season.
- Processed approximately 15,000+ participants through the Adventure Park with no major incidents.
- Hosted 43 special group programs at the Adventure Park.
- Conducted multiple successful Accessible Zip Line days.
 - Got published in national magazine "New Mobility" for our world class accessible zip system.
 - New Mobility reaches about 20k through print and 40k online subscribers. www.newmobility.com
- Coordinated all marketing and promotional efforts in house. Marketing and promotional efforts included the following:
 - Organized multiple AP special events for holidays and other occasions.
 - Developed press releases for special events and promotions.
 - Developed partnerships with Timber Rattlers for tickets packages.
 - Magazine ads.
 - Multiple local news segments.
 - Continuous social media advertising.
 - Numerous grass roots marketing efforts such as: canvassing packers training camp, canvassing farmers market regularly, disturbing poster and print advertising.
 - And More!
- Continued to act as site liaison for development and launch of the "Friends of RFC Trails" group.
 - Guided the development of Friends Group bi-laws.
 - Acted as primary liaison during election of the Friends Group Board of Directors.
 - Coordinated a number of group meetings and volunteer work projects.
- Hosted "Glow Zip" event during Zoo Boo.
- Organized staffing schedule and provided oversight of parking operations for Zoo Boo.
- Organized staffing schedule and operational oversight for Rifle Range operations.
- Acted as primary liaison for Project Illumination during planning phase, logging, trail work and final construction.
- Developed an updated Adventure Park business and marketing plan.



Rick Ledvina
CPRP CPSI MLOQ

This has been a very interesting year. Starting January 1st I have new responsibilities and operations. Bay Shore Park and Wequiock Falls now fall under the East Side Managers responsibilities and I have assumed management for Barkhausen, Fox River Trail, Mountain Bay Trail and the Suamico Boat Landing while still managing the Brown County Pet Exercise Area and Pamperin Park. With this change came quite a few staffing changes. Jon R a former Park Manager is now a Park Ranger with me at Pamperin Park and his experience with the State Trails have made the transition so much easier the users have not seen any difference in operations. Barkhausen staff has a new addition, Assistant Naturalist Nathaniel Blood, who has done a fantastic job from the start along with the rock solid base of Jason P and Jenna R at Barkhausen. The expertise of Matt K giving assistance everyday also has kept the operations going seamlessly. With the help of all the staff, including Seasonal, Summer, LTE, and Ranger Assistants the County Park patrons received the same excellent customer service and quality park amenities they are accustomed to.

Major Accomplishments in 2015:

Barkhausen Waterfowl Preserve

- Nathaniel Blood has been leading kayak programs out of the west shore of Green Bay, leading outdoor educational programs at Barkhausen for students, scouts, and the public and at Bay Shore Park for campers.
- Completion of South Impoundment improvement project and the new northern pike spawning area project. This cooperative project with Ducks Unlimited, Brown County Land Conservation, U.S. Fish and Wildlife Service, Brown County, and the Green Bay Packers will provide an additional spawning marsh for northern pike and improved wetlands for waterfowl and other wildlife.
- Completion of a restored fur trader cabin will be achieved by the end of 2015.
- Revamped outdoor educational programs that better fit current school standards.
- Conducted additional outdoor educational programs including Barkhausen's Summer Camp, Tiki Torch Snowshoe/Ski hikes, Pond Exploration Days, and programs offered at Bay Shore park.
- Trail and grounds maintenance including trimming 9 miles of trails along with bridge and trail repairs.
- Maple Syrup season was the best on record for Barkhausen.
- Youth Archery Program conducted by UW-Extension 4-H was held at Barkhausen.
- Participated in several outreach events including having a booth at a Green Bay Bullfrogs game, the YMCA Healthy Kids Day, Kite Fest, Brown County Fair, and conducting programs at local libraries and day cares.

Brown County Pet Exercise Area

- Last fall had an Eagle Scout project that installed several steps along the steep slope which removed a very slippery walk way. The association assisted with this project which as a great asset to the safety of its users. We also support the residents of Brown County by providing the only Pet Exercise area operated by County staff along with the Dog Park Association.

Fox River Trail and Mountain Bay Trail

- Maintained the entire trail system by cutting, spraying, removing evasive species, inspecting and cleaning all the facilities on a daily basis.
- Twelve culverts were replaced or repaired this year and the trail tread was restored to its original level of service.
- The two Trail Rangers maintain the trails at the highest level of service on a daily basis and the state trails are the best the state offers.

Pamperin Park

- The gold chandeliers were replaced with black iron chandeliers in the Pavilion.
- The restrooms have been repainted inside and out.
- The gazebo continues to be rented consistently and offers a reasonably priced option for Wedding and Picture opportunities.
- Ellies Garden has a new Archway in it and the perennial plants have established themselves quite nicely.
- The staff continues to assist in all park activities by cutting grass throughout the parks four days a week and assisting park office staff in the processing of cash handling.

Suamico Boat Landing

- The docks were rebuilt and installed.
- A pathway and bridge were installed to Sensiba overflow parking.
- The Sensiba lot was graded and parking bumpers, signs, and bollards were installed.

2015 Fairgrounds Objectives

Marv Hanson

East Side Park Managers Job summary

Supervise, coordinates and monitors the day to day operation, security and safety of the Brown County Fairgrounds, Lily Lake , Neshota Park, Way-Moor Park, Wrightstown Park , Fonferek Park, Bay Shore Park & Wequiock Falls. Oversees the buildings and grounds maintenance. Supervise park staff

Significant objectives for 2015

1. Fairgrounds special event management – Commercial contracts obligations are maintained i.e. logistic of events and compliance with commercial contract supplemental , safety, collection of revenue, parking, staffing etc.
2. Maintenance and operation of multiple facilities including building/grounds maintenance, campground, boat landings and shelter rentals.
3. Manage budget to meet expenditures and revenue targets
4. Maintain ski trail grooming operations at Neshota Park
5. Maintain horse and hiking trails at Neshota Park.
6. Liaison to Brown County Fair Association
7. Liaison to Friends of Neshota Park
8. Friends of Neshota Park raised funds for a new playground at Neshota Park – will be installed on August 29th 2015
9. Cattlemen/Livestock Association donated new lights for show ring – Fairgrounds
10. Dyckesville Lions club held a cleanup day – Bay Shore Park
11. Glenmore 4H planted butterfly garden – Lily Lake
12. Bellevue Boy Scouts built bird feeders for – Lily Lake
13. Morrison 4H – Planted flower at Way-Morr Park
14. Liaison to Water board Warriors
15. Inspection of grounds and facilities during Brown County Fair
16. Make ADA updates to buildings and grounds – in progress
17. Install entrance signs at Neshota & Lily Lake Park – in progress
18. Install entrance door on shelter – Neshota Park – in progress
19. Install new gates on trail system – Neshota Park – in progress
20. Removed 30 trees and stumps from Bay Shore Park to give campers better access to campsites
21. Make clearing for 3 overlook to view Bay – Bay Shore Park – in progress

22. Installed new camping registration sign Bay Shore Park
23. Installed new power vent fans on Pit toilets #3 & #4
24. Replace roof, install skylight and paint restroom – Wequiock Falls – in progress
25. Installed new park informational signs – Bay Shore Park
26. Installed Playground chips – Bay Shore Play ground
27. Painted Shelter Bldg. Bay Shore Park
28. Covered and grade scenic trail along bay with gravel – Bay Shore Park
29. Emerald Ash mitigation. Remove a total of 35 Ash trees, remove stumps and replanted trees in picnic area – plan on removing 30 per year. – Way-Moor Park,
30. Oversight of winter storage - Fairgrounds
31. Fair Association made siding repairs to EXS Bldg.
32. Installed breaker run along shoreline – Wrightstown Park
33. Daily Administrative duties – Archibus, Rec Trac, Logos, Kronos, Safety Logs, Attendance logs, E-mail and phone correspondence.

2016 Fairgrounds Objectives

1. Installed lake aeration safety fence
2. Oversight of commercial events at Fairgrounds – i.e. Renaissance Faire, Hmong Sports Festival, Classic Car Show, , Juvenile Diabetes Walk , Junior Livestock Show, Dog Shows, Horse Training Events, Regional Cross Country Even , etc.
3. Improvements to multi use grounds area – F.G
4. Sand blast Bench Swings and repaint – Bay Shore & Way-Morr Parl
5. Paint Shelter Bldg. Way-Morr Park
6. Paint East Restroom – Way-Morr Park
7. Floor coating – West restroom – Way-Morr Park
8. Build entrance sign – Bay –Shore Park
9. Cut, split and bundle fire wood for the 2016 camping season
10. Oversight of Water Board Warriors – Wrightstown Park
11. Grounds, Building inspection , Security and support during Brown County Fair
12. Maintenance of trail system Neshota Park
13. Liaison to the Friends of Neshota Park
14. Roof repairs to Neshota Park Storage Bldg.
15. Liaison to Water Board Warriors
16. Grounds Maintenance / Boat Launch – Wrightstown Park
17. Oversight of Winter Storage – Fairgrounds
18. Installed Air Conditioner in shelter bldg. – Bay Shore Park
19. Rebuild Well house – Bay Shore Park

- 20.Oversight Camping at – Fairgrounds
- 21.Oversight Shelter reservations – Way-Morr park, Neshota Park & Lily Lake
- 22.Install power vent fans on Pit Toilet #1 & #5
- 23.Support of Rifle Range and Zoo Boo Parking
- 24.Install new garage door - Lily Lake
- 25.Explore marketing opportunities to bring more campers and large group camping events to the Fairgrounds.

NEW Zoo Operations Report: November 2015

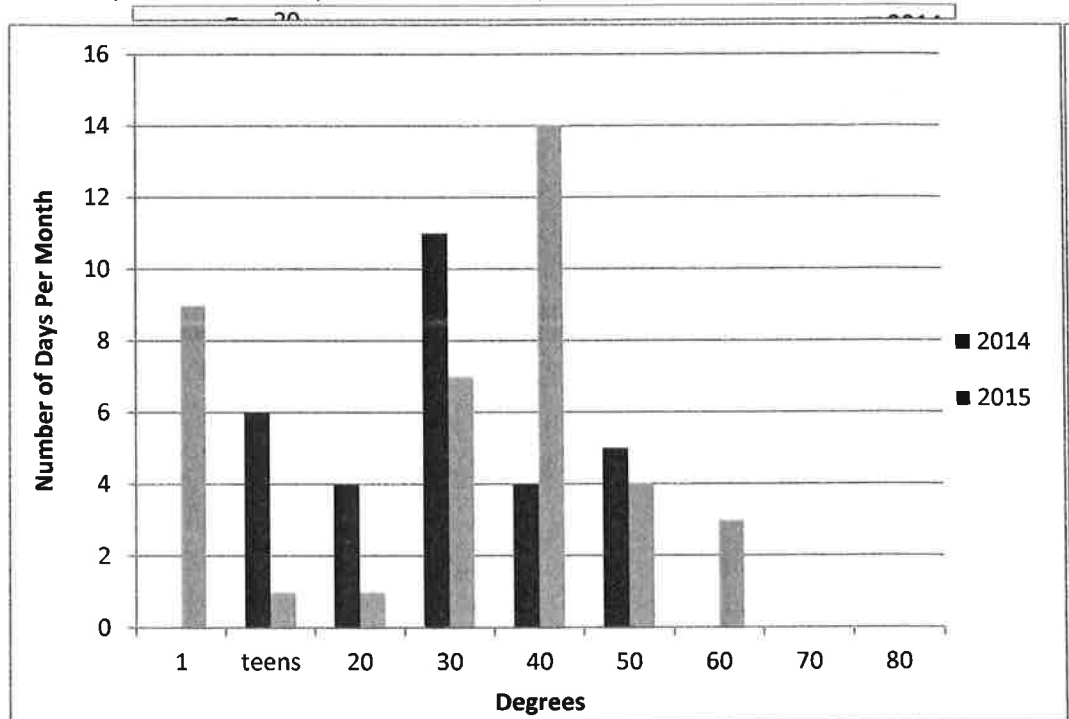
Noteworthy:

Average Temperature recorded at the zoo in November 2015 = 42 °F

1 in the 10's, 1 in the 20's, 7 in the 30's, 14 in the 40's, 4 in the 50's, 3 in the 60's

Average Temperature recorded at the zoo in November 2014 = 32 °F

6 in the 10's, 4 in the 20's, 11 in the 30's, 4 in the 40's and 5 in the 50's



Lowest temperature for period in Nov. 2015: 19°F Highest Temp: 67°F

Lowest temperature for period in Nov. 2014: 11°F Highest Temp: 52°F

November

- 3,226 guests visited the Zoo in Nov. 2015, with 1521 guests in Nov. 2014
- Zoo Admissions are up by \$4,300 over last November with an increase of \$325 in the gift shop, + \$1500 in the Mayan, + \$3,745 Zoo Passes
- Education is \$1625 less than November of last year
- Weather has had an effect on attendance. Last Nov. we had no rainy days, but only 4 sunny, 4 snowy and 22 overcast. This Nov. we had 2 rainy days, 12 sunny days, and 16 overcast. Lots of sunshine helps!
- We have met and slightly surpassed our year end attendance goal of 230,000, and have surpassed year end revenue goals in the Gift Shop & Mayan
- Zoo passes are ahead of last year to date by \$6228

NEW ZOO
ADMISSIONS REVENUE ATTENDANCE
2015 REPORT
2013, 2014 2015

ATTENDANCE

MONTH	2013	2014	2015
January	999	442	1319
February	861	537	564.00
March	5,989	4,910	8300.00
April	10,499	13,425	21298.00
May	37,075	40,506	32946.00
June	43,835	43,858	40508.00
July	38,029	48,534	39,492
August	41,427	46,458	41570.00
September	18,024	16,459	18450.00
October	19,672	23,299	24244.00
November	1,752	1,521	3226.00
December	811	1,777	
TOTAL	218,973	241,726	231917.00

ADMISSION & DONATIONS

MONTH	2013	2013		2014		2015		2015		2013		2014		2015	
		ADMISSIONS	DONATION BIN	ADMISSIONS	DONATION BIN	ADMISSIONS	DONATION BIN	ADMISSIONS	DONATION BIN	PER CAP	PER CAP	PER CAP	PER CAP	PER CAP	PER CAP
January	1,520.87		53.76	896.00	127.62	2,312.00	-	-	1416.00	\$1.52	\$2.03	\$2.03	\$1.75284		
February	1,517.10		-	1,112.00	3.00	1,124.00	-	-	12.00	\$1.76	\$2.07	\$2.07	1.99291		
March	16,111.68		89.46	16,242.50	30.36	27,856.00			11613.50	\$2.69	\$3.31	\$3.31	3.356145		
April	40,458.27		106.03	41,931.50	-	84,316.50	166.91	42,385.00		\$3.85	\$3.12	\$3.12	3.958893		
May	135,610.19		259.08	181,412.00	615.29	150,906.00	659.86	659.86	-	\$3.66	\$4.48	\$4.48	4.5804		
June	167,307.94		847.96	201,002.10	510.02	187,551.00	183.92	183.92	-	\$3.82	\$4.58	\$4.58	4.62997		
July	155,324.26		408.00	232,705.50	948.94	187,816.50	156.76	156.76	-	\$4.08	\$4.79	\$4.79	4.75581		
August	164,161.23		680.83	210,093.00	1,572.95	171,866.00	40.00	40.00	(38227.00)	\$3.96	\$4.52	\$4.52	4.13438		
September	67,574.00		-	71,385.50	-	99,668.00			28282.50	\$3.75	\$4.34	\$4.34	5.40206		
October	70,718.00		519.88	101,361.50	799.73	106,198.00	231.05	231.05	4836.50	\$3.59	\$4.35	\$4.35	4.38038		
November	6,580.00		-	6,484.50	177.86	10,791.00	261.00	261.00	4306.50	\$3.76	\$4.26	\$4.26	3.34501		
December	2,680.81		10.00	5,776.00	-					\$3.31	\$3.25	\$3.25			
TOTAL	\$829,564.35		\$2,975.00	\$1,070,402.10	\$4,785.77	\$1,030,405.00	\$1,699.50	\$1,699.50	(34221.10)	\$3.79	\$4.43	\$4.43	4.44299		

3.9589

**NEW ZOO
GIFT SHOP, MAYAN
ZOO PASS REVENUE**

**2015 REPORT
2013, 2014 2015**

Paws & Claws Gift Shop	2013	2014	2015	(-)/(+)	2013	2014	2015
					PER CAP	PER CAP	PER CAP
January	\$ 1,055.77	\$ 557.40	\$ 1,149.47	\$ 592.07	\$1.06	\$1.26	0.87147081
February	\$ 1,251.19	\$ 669.96	\$ 1,157.14	\$ 487.18	\$1.45	\$1.25	2.05166667
March	\$ 6,410.95	\$ 4,715.11	\$ 8,770.88	\$ 4,055.77	\$1.07	\$0.96	1.05673253
April	\$ 13,203.95	\$ 10,948.35	\$ 26,629.51	\$ 15,681.16	\$1.26	\$0.82	1.25032914
May	\$ 39,997.32	\$ 37,175.92	\$ 48,037.15	\$ 10,861.23	\$1.08	\$0.92	1.45805712
June	\$ 47,174.03	\$ 44,177.86	\$ 49,886.85	\$ 5,708.99	\$1.08	\$1.01	1.23153081
July	\$ 45,434.44	\$ 50,198.70	\$ 51,691.83	\$ 1,493.13	\$1.19	\$1.03	1.30891902
August	\$ 44,070.13	\$ 45,949.76	\$ 55,120.22	\$ 9,170.46	\$1.06	\$0.99	1.32596151
September	\$ 16,987.95	\$ 11,962.04	\$ 17,149.37	\$ 5,187.33	\$0.94	\$0.73	93%
October	\$ 11,447.06	\$ 8,872.02	\$ 8,191.75	\$ (680.27)	\$0.58	\$0.38	0.33788772
November	\$ 2,392.94	\$ 1,398.38	1724	\$ 325.68	\$1.37	\$0.92	0.53442653
December	\$ 1,049.37	\$ 2,611.88			\$1.29	\$1.47	
TOTAL	\$ 230,475.10	\$ 219,237.38	\$ 269,508.23	\$ 52,882.73	\$ 1.05	\$0.91	1.16208915

Mayan Taste of Tropic	2013	2014	2015	(-)/(+)	2013	2014	2015
					PER CAP	PER CAP	PER CAP
January	\$ 1,437.87	\$ 698.79	\$ 1,329.18	\$ 630.39	\$1.44	\$1.58	1.00771797
February	\$ 1,376.70	\$ 934.03	\$ 800.69	\$ (133.34)	\$1.60	\$1.74	1.41966312
March	\$ 4,238.14	\$ 5,601.97	\$ 8,290.85	\$ 2,688.88	\$0.71	\$1.14	0.99889759
April	\$ 12,214.97	\$ 12,402.26	\$ 28,478.23	\$ 16,075.97	\$1.16	\$0.92	1.33713166
May	\$ 38,989.01	\$ 47,658.53	\$ 42,452.78	\$ (5,205.75)	\$1.05	\$1.18	1.28855643
June	\$ 51,184.40	\$ 55,471.02	\$ 54,604.30	\$ (866.72)	\$1.17	\$1.26	1.34798805
July	\$ 48,408.14	\$ 65,770.40	\$ 58,923.33	\$ (6,847.07)	\$1.27	\$1.50	1.49203206
August	\$ 54,204.81	\$ 56,141.00	\$ 54,586.88	\$ (1,554.12)	\$1.31	\$1.21	1.31313159
September	\$ 22,329.62	\$ 21,067.21	\$ 23,541.45	\$ 2,474.24	\$1.24	\$1.28	1.27595935
October	\$ 17,184.31	\$ 20,106.38	\$ 16,667.26	\$ (3,439.12)	\$0.87	\$0.86	0.68747979
November	\$ 2,288.80	\$ 1,510.15	\$ 3,041.49	\$ 1,531.34	\$1.31	\$0.99	0.94280533
December	\$ 895.70	\$ 2,054.59			\$1.10	\$1.16	
TOTAL	\$ 254,752.47	\$ 289,416.33	\$ 292,716.44	\$ 5,354.70	\$ 1.16	\$1.20	1.26216034

ZOO PASS					
MONTH	2013	2014	2015	(-)/(+)	
January	\$ 2,538.00	\$ 881.00	\$ 1,988.00	\$ 1,107.00	
February	\$ 2,431.00	\$ 2,302.00	\$ 2,320.00	\$ 18.00	
March	\$ 11,066.00	\$ 12,801.00	\$ 15,290.00	\$ 2,489.00	
April	\$ 19,401.00	\$ 21,763.00	\$ 30,070.00	\$ 8,307.00	
May	\$ 25,115.00	\$ 33,474.00	\$ 25,259.00	\$ (8,215.00)	
June	\$ 20,309.00	\$ 26,236.00	\$ 26,080.00	\$ (156.00)	
July	\$ 13,361.00	\$ 15,973.00	\$ 15,858.00	\$ (115.00)	
August	\$ 8,702.00	\$ 11,142.00	\$ 9,851.00	\$ (1,291.00)	
September	\$ 6,526.00	\$ 5,512.00	\$ 5,228.00	\$ (284.00)	
October	\$ 3,255.00	\$ 3,007.00	\$ 3,630.00	\$ 623.00	
November	\$ 3,075.00	\$ 1,985.00	\$ 5,730.00	\$ 3,745.00	
December	\$ 10,531.00	\$ 16,351.00			
TOTAL	\$ 126,310.00	\$ 151,427.00	\$ 141,304.00	\$ 6,228.00	

Gift Shop, Mayan and Admissions Revenue

Copy of Monthly Revenue November changed by another user

Day	Date	Gift Shop	Concessions	Zoo Admissions	Adventure	Vending	Zoo Pass	Education	Donation Cons.	Fun	Special Event	Attend.	Temp	Weather
sun	1	39.25	143.47	820.00	-	143.94	65.00	-	-	2.25	-	222	54	1
mon	2	77.92	117.78	312.50	-	90.98	65.00	-	-	1.31	-	126	54	1
tues	3	138.31	327.86	839.00	-	239.88	130.00	-	-	3.60	-	306	64	1
wed	4	318.57	479.31	947.00	-	269.26	260.00	-	-	1.15	-	368	67	1
thu	5	140.36	260.55	635.00	-	136.88	-	-	-	1.10	-	224	64	2
fri	6	43.55	46.53	382.00	-	86.98	185.00	-	-	1.01	-	83	43	2
sat	7	119.49	204.04	990.50	-	135.95	55.00	-	-	1.17	-	242	38	2
sun	8	72.77	128.43	777.00	-	189.83	65.00	-	-	1.50	-	199	49	1
mon	9	41.21	32.97	202.00	-	85.96	260.00	-	-	3.75	54,064.00	75	45	1
tues	10	42.98	39.14	284.00	-	25.00	65.00	200.00	-	-	-	84	43	2
wed	11	21.99	137.00	269.00	-	59.01	195.00	-	-	-	-	126	45	2
thu	12	-	13.57	12.00	-	3.00	-	-	-	-	2,152.00	6	45	2
fri	13	21.91	39.38	103.00	-	21.00	-	-	-	-	-	23	40	2
sat	14	80.79	209.92	1,151.50	-	127.48	130.00	-	-	0.25	-	262	50	1
sun	15	86.23	285.88	767.00	-	184.99	-	-	-	5.54	-	241	55	1
mon	16	-	36.83	338.00	-	91.43	245.00	-	-	49.06	-	115	47	2
tues	17	70.86	2.33	26.00	-	8.90	650.00	50.00	-	-	-	7	45	3
wed	18	-	0.25	93.00	-	10.00	-	60.00	-	-	-	16	49	2
thu	19	-	14.40	42.00	-	9.00	430.00	-	-	0.50	-	6	40	2
fri	20	31.90	31.85	91.00	-	41.00	190.00	-	-	-	-	33	40	2
sat	21	16.76	27.90	114.00	-	41.01	290.00	-	-	-	-	54	34	2
sun	22	27.28	13.08	101.00	-	30.01	65.00	-	-	0.50	-	37	19	1
mon	23	16.79	29.87	119.00	-	23.00	400.00	-	-	-	-	29	36	2
tues	24	-	77.75	224.00	-	44.99	195.00	-	-	-	-	51	42	1
wed	25	50.47	39.02	163.00	-	53.99	110.00	-	-	50.81	-	43	36	2
thu	26	38.02	52.75	100.00	-	2.00	-	-	-	-	-	17	36	3
fri	27	14.66	117.03	306.50	-	84.00	130.00	50.00	-	-	-	74	34	2
sat	28	40.11	74.04	331.00	-	58.01	380.00	-	-	1.25	-	77	30	1
sun	29	164.02	29.43	251.00	-	54.99	130.00	-	-	1.72	-	74	29	1
mon	30	7.86	29.13	-	-	5.99	1,040.00	-	261.00	-	3,576.00	6	40	2
		-	-	-	-	-	-	-	-	-	-	0	0	0
Total		\$1,724.06	\$ 3,041.49	\$ 10,791.00	\$ -	\$ 2,358.46	\$ 5,730.00	\$ 360.00	\$ 261.00	\$126.47	\$ 59,792.00	3,226	42	

Temp and

Weather Key: 1 = Sunny 2 = Overcast 3 = Rain 3 = Rain 4 = Snow

Vending Consists: Stroller, Animal Feed, Giraffe, Pepsi, Carousel, Train, Penny Press, Hurricane Simulator, Footsie Wootsie, Tele